

**CONFIDENTIAL**

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160028-9

12 November 1970


MEMORANDUM FOR: Chief, Building Planning Staff

SUBJECT : Survey of Records for Potential Microform Applications

1. The attached memorandum levies a requirement on the Office of Logistics for a survey of records for potential microforms applications. The deadline date for completion of the survey within the Office of Logistics is 20 November 1970.

2. I need your cooperation in identifying those records which might be adaptable to microforms. Please designate an individual within your component who is knowledgeable of your systems and records to work with me. Notify me on extension 2461 of the individual selected so I can arrange a meeting on the 16th or 17th to discuss the possibilities and to prepare the necessary Forms 3239 for submission.

25X1A

  
Records Management Officer  
Office of Logistics

Attachment

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160028-9

**CONFIDENTIAL**